

## School Closure Guidance Grades K-11

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*The St. James Parish School System understands the hardship that the COVID-19 School Closure has caused for students across our district, state, and nation. Our district's Curriculum Department is working diligently with principals to ensure that students have the opportunity to be promoted to the next grade or course, while taking into account the unprecedented nature of the closures faced at the end of this school year. All instructional minutes have been waived and marking period three (MP3) will be used to determine promotion.*

*The following document includes information concerning exit ceremonies, promotion, retention, enhancement grade opportunities (high school only) and ACT testing. Since there is so much information in this one document, we have created the bookmarks below allowing you to tab through and go directly to certain parts of the document. We have also included a link at the very end that takes you to a flowchart for high school options. This flowchart will walk you through the high school enhancement options helping you decide if the option is right for you.*

Please use the following links as necessary:

[Graduation and Celebrations guidance](#)

[iPad Pickup guidance](#)

[Elementary and Middle School Promotion guidance](#)

[High School Carnegie Credit guidance](#)

[High School Grade Enhancement guidance](#)

[High School Course Enhancement guidance](#)

[High School Carnegie IBC Enhancement guidance](#)

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[High School Options Flowchart](#)

## ELEMENTARY, MIDDLE AND HIGH SCHOOL EXIT CEREMONY GUIDANCE

### What will happen with graduation and celebrations in Elementary and Middle Schools?

- **Elementary Grade Level or End of Year Programs** (6<sup>th</sup> grade recognition, kindergarten recognition, Honor Roll, etc.) - All elementary schools are planning for grade level recognition with drive-by pick up for end of year documents as well as certificates of recognition, supplies, etc. during the week of May 18-22, 2020. Please check the schools' websites and social media outlets for specific times and dates per school.
- **8<sup>th</sup> Grade Pinning** - SJH and LHS staffs will provide a drive-by pinning pickup and recognition on Saturday, May 23, 2020. Please see the schools' websites and social media outlets for details.
- **ACE** - Academic Champions of Excellence recognition will be announced virtually by May 26, 2020. SJPS High Schools are working on identifying students (seniors and underclassmen). All ACE recipients will be notified by the school. The following provides some detail:
  - Eligibility determined based on GPA through December final grades.
  - Seniors will be announced/recognized again at graduation (June 19- traditional or virtual setting).
  - ACE Awards will be distributed May 26, 2020 using a drive by method - 5:30-7:00.
- **Prom** - Unfortunately, SJP High Schools will not be able to reschedule Prom. SJP high schools are actively involved in activities for seniors. Please visit your school's website and social media outlets for more information on Covid-19 senior activities.
- **Senior Night or Class Awards** - SJP High Schools, including CTC, are planning senior award recognition and announcements. Schools (and sites) will announce via website and social media an award pick up process as applicable.
- **Graduation:** SJP High School Graduation commencements have been rescheduled for Friday, June 19, 2020. If by Friday, June 19 we are still unable to gather (state guidance), we will deploy a virtual graduation program. In the event of a virtual program, a diploma pick-up will be planned for June 19 at each school site. Each school will announce details for diploma pick up on their Facebook page and/or website. While staff is available remotely in May, schools will utilize this time for planning a virtual program as a precautionary / proactive measure. SJPS hopes to provide seniors with a traditional graduation commencement program on June 19<sup>th</sup>, but will be prepared either way to ensure senior accomplishments are recognized.

### What is the plan for iPad pick-up (middle and high school)?

- SJP Student iPads are being picked up for general maintenance and inventory as we have done with devices in the past. The list below gives dates for pick up. Students/Parents are asked to bring devices to the pick-up locations accordingly. iPads will be ready for distribution for the start of 2020-21. If Covid circumstances continue into next school year, SJPS will deploy distance learning that will include teaching, assessing and accountability.
- If students participate in any summer enhancement options listed below students will keep their iPad for that duration. Arrangements will be made for pick up following the summer enhancement option.

#### PICK-UP information:

- Grade 8 - iPads are being picked up the same day as the 8<sup>th</sup> grade pinning drive by (see above). Therefore, when you come to pick up your pin and certificate, you can drop off your iPad at the same time. Please check the schools' websites and social media outlets for details on the drive by process (map) and times.
- Grades 7, 9, 10, 11 - iPads are being picked up during the week of June 1 - 5. Please check the schools' websites and social media outlets for details on the drive by process (map) and times. Any 8<sup>th</sup> grader who was not able to turn in the iPad on May 23 can drop off at this time.

## Elementary and Middle School Promotion Guidance

The LDOE requires **school** systems to determine if students have demonstrated proficiency in the grade-level content and/or courses to award credit. ***SJP has determined students must earn a passing grade at the end of the third nine weeks / end of marking period 3 (MP3) to meet this requirement.*** Grades ended March 13, 2020. The LDOE has waived the required 63,720 instructional minute requirement per year and minutes will not have to be made up. According to the LDOE, school systems are not required to offer distance learning. Schools may offer complete distance learning, as capabilities exist. SJPS has offered distance learning opportunities as optional resources to lessen potential gaps and enrich.

SJPS elementary and middle school students who have not demonstrated proficiency in a course or subject at the end of MP3 will go through an SBLC process.

- Elementary and Middle School Checklists in PPP remain in place (including Montessori checklists). Therefore, proficiency in Grades 1 and 2 in Reading remains as C, B or A. All students with D or F in grades 1 and 2 in Reading will go through an SBLC process.
- Elementary Schools will be provided drive-by pick up the week of May 18 - 22 for reports cards and other end of year documents. See the schools' websites for details.
- Middle Schools will provide drive-by pick for report cards. See the schools' websites for details.
  - 8th grade report cards will be done with pinning and iPad pick up May 23.
  - 7th grade report cards will be done with iPad pick up during the week of June 1- 5.
- Elementary and Middle School remediation options will be given in August as part of the 2020-21 school year to lessen the impact of missing instruction in the 2019-20 school year. (See Remediation section at the end of this document)

## High School Coursework for Carnegie Credit Guidance

The LDOE requires **school** systems to determine if students have demonstrated proficiency in the grade-level content and/or courses to award credit. ***SJP has determined students must complete and earn a passing grade at the end of marking period 3 (MP3) to meet this requirement.*** The LDOE has waived the required 63,720 instructional minute requirement per year and minutes will not have to be made up. According to the LDOE, school systems are not required to offer distance learning. Schools may offer complete distance learning, as capabilities exist. SJPS has offered distance learning opportunities as optional resources to lessen potential gaps and enrich.

***NOTE: All Students who earned a passing grade (A, B, C or D) as of marking period 3 (MP3) have earned the credit needed for the course (promoted) and will be scheduled accordingly for the upcoming year. The following are OPTIONS available. If you are satisfied with your passing grade, you do not have to participate in enhancement options. The following is your choice, upon email request. If you have questions, email [enhancement@sjpsb.org](mailto:enhancement@sjpsb.org)***

High School grades will be finalized May 28, 2020. Report cards will be printed and handed out during iPad Pick Up the week of June 1-5 (exception: students participating in enhancement summer options). Any report cards not picked up will be mailed. Students participating in enhancement options have until June 15 to complete. Students who are not finished grade enhancement by May 27 will receive their report via mail after June 15, 2020.

SJPS has 3 enhancement options (Grade Enhancement, Course Enhancement, IBC Enhancement) for Carnegie Unit / High School Courses. These options are explained in detail in the pages below.

1. **Grade Enhancement**- for students meeting proficiency - course promotion based on MP3 (Grades B, C and D). A grade of A cannot be enhanced. See chart below for grade enhancement courses available (not all courses available).
2. **Course Enhancement**- for students not meeting proficiency - “F” at end of MP3
3. **IBC (CTC) Enhancement**- for JumpStart Diploma students needing an IBC recovery for graduation.

**High School Grade Enhancement Option (includes middle school Carnegie Unit classes) - *for students meeting promotion requirements as of MP3.***

SJP has determined that Carnegie Credit (course promotion) will be based on grades earned at the end of MP3. SJPS realizes the loss of quarter 4 did not allow students the opportunity to improve grades. Because many students work hard in Q4 to bring up grades, we have the following grade enhancement opportunities available to students in many (but not all) courses upon request. If this grade enhancement option is **not** requested (students do not respond), the final grade will be the MP3 grade earned. All decisions must be submitted on or BEFORE May 18.

**o Grade Enhancement Option Details:**

- Grade Enhancement will be done virtually. Grade Enhancement requires students to complete an online grade enhancement unit in Edgenuity.
- Enhancement begins mid-May and ends no later than June 15.
- Students keep iPads for the duration grade enhancement. iPad pick up arrangements will be made with students/parents upon completion.
- Grade Enhancement is self- paced. Therefore, students can be finished by the end of May. The sooner you request, the sooner you can start and finish.
- Based on the MP3 grade, students must request this option for courses available (see chart)

<b><i>Grade Enhancement Courses</i></b>				
<b><u>Math</u></b>	<b><u>English</u></b>	<b><u>Science</u></b>	<b><u>Social Studies</u></b>	<b><u>Electives</u></b>
Algebra I Algebra II Geometry Math Essentials Financial Math	English I English II English III English IV Business English	Environmental Sc. Physical Science Biology Chemistry Physics	Civics Geography US History World History	Health – ½ Credit Psychology IBCA BCA Spanish I Spanish II Quest for Success
<i>If a course is not listed above, this option is not available in the course and the MP3 grade earned in the course is final.</i>				

- Grade enhancement requires students to work through an online “grade enhancement unit”. Students must complete and pass with 75% or higher in the virtual enhancement course in order to earn one letter grade higher (IE: If you earned a 82 C at the end of MP3 and successfully completed the online enhancement course, your grade would be replaced with one letter grade higher at the lowest percentage value - 85 B). **NOTE: Student grade will only go up one letter grade.**
- Grade Enhancement limitation - 2 courses (Students may take up to 2 enhancement courses this summer). This limitation is based on academic and staff feasibility, time constraints, etc.
- Due to testing and accountability restraints with the current waivers granted from the LDOE, we will **not** be able to offer grade enhancement opportunities in the Fall semester. Grade Enhancement is only offered in the months of May-June.

**Grade Enhancement Communication and Process:**

- Parents / Students will be notified of grade status at the end of MP3 in order to make grade enhancement decisions. Students earning A, B, C and D at the end of MP3 have successfully met promotion requirements for the course. They do not have to participate.
- The JCampus parent and student portal will be made available from May 6 to May 15 for access to MP3 grades. In addition, phone calls, student emails and electronic messaging will be used to inform and remind students and parents of this option. Parents are asked to please communicate/talk with their child about this option. If a parent wishes for the student to participate in grade enhancement, it is the students’ responsibility to complete this survey <https://forms.gle/PzQgX5NY9eVktLsD6> by May 18 with the intent to participate. Once you complete the survey with your intent to participate, students must check email for enrollment information. **NOTE: Student email will be used for communication.**
- Student/Parent contact will be documented by high school teachers. This ensures all students are given the information on options.

**High School COURSE ENHANCEMENT Option- for students NOT meeting promotion requirements in MP3.**

High School Students (9-11) failing (“F” at the end of MP3) a course needed for “on-time” graduation (cohort recovery) will be provided an online course enhancement in May - June. Students with an “F” at the end of MP3 do **not** have an option. They will automatically be placed in course enhancement for an opportunity to improve. Course enhancement will begin the middle of May and end June 30. If lab hours for support become a viable option given Covid-19 circumstance, students will be given that additional support. This option is very similar to grade enhancement (differences are: is not an option, more time is given to complete the course, additional teacher support built in including face to face as available).

**High School Carnegie IBC Recovery Option- for students needing IBC for on time JumpStart Diploma graduation requirements**

IBC / CTC Recovery Options:

*LDOE guidance - The regulatory flexibilities for the Jump Start IBC credential requirement are only for the 2020 graduating senior class. Students whom would have taken an IBC related to their Jump Start pathway will have the opportunity to continue engaging with content and take an on-time exam or have an opportunity to take an exam at later date as part of continuous learning in their Jump Start pathway this spring/summer or in the subsequent school year(s).*

Given the above LDOE guidance, SJP has identified CTC recovery needs that will require summer and August options for IBC and graduation requirements of underclassmen. Most of our underclassmen either have the IBC already or have time in their upcoming schedule to acquire the IBC. The exceptions are covered in the

following areas and students will be notified by CTC administration. Not all students who took these courses NEED the IBC for graduation. Therefore, counselors and CTC administration will be responsible for notifying and scheduling these options in the Summer or Fall semester. If you have any questions about any of these IBCs or course credits, please email your CTC administration.

- SJPS summer and August options for IBC recovery
  - *Customer Service - Students in the Spring (covid-19) Advanced Career Awareness Course needing the Customer Service IBC for graduation (JumpStart Diploma) will be given a 5<sup>th</sup> block option in August - Students will be given test remediation and opportunity to IBC Test. The Advanced Career Awareness Course Credit has been awarded based on MP3. This is specific to the IBC test needed within the course that was not taken due to school closure.*
  - *Microenterprise - Students in the Spring (covid-19) Entrepreneurship Course needing the Microenterprise IBC for graduation (JumpStart Diploma) will be given an option June 1-15. Students will be given test remediation and opportunity to test. The Advanced Entrepreneurship course credit has been awarded based on MP3. This is specific to the IBC test needed within the course that was not taken due to school closure.*
  - *Core - Students in the Spring (covid-19) Core course needing the Core IBC for graduation (JumpStart Diploma) or need the IBC for proper entry into the next level course, will be allowed the opportunity to remediate and test for the Core IBC concurrently in Welding and Carpentry in the Fall during the month of August. The core course credit has been awarded based on MP3. This is specific to the IBC test needed within the course that was not taken due to school closure and is needed in the progression to graduation.*

*(Any half credit course not started due to Covid 19 will be rescheduled (concurrently) next school year through the counselor if needed for graduation purposes.)*

## ACT Update

### **State Administrations (State Contract)**

- June 2 will not be an option at this point. Seniors are advised to sign up for the National Testing if they need another test administration this summer.
- Juniors will have another opportunity in October.
- October 6 and October 20 are tentative test dates at our two high schools for current Juniors (Seniors 2020-21). This is a make-up testing for the March test that was missed. Current Sophomores (Juniors 2020-21) will test in the Spring. If current Sophomores (Juniors 2020-21) interested in Dual Enrollment options need a test administration prior to March, we recommend students register for National Testing options during the summer and/or fall.
- ACT announced new flexibilities for summer testing and new test-at-home options that will become available in the fall and winter. See the ACT website for more information.

### **National Test Date Flexibility (no rescheduling fee)**

- June 13, 2020 - LHS has rescheduled their testing site to the CTC due to summer construction. This is a national test not school specific.
- Please check the national website and social media outlets for information on National Testing at LHS/CTC.

## High School Attendance Recovery

If students have unexcused attendance issues not rectified for this current semester (Spring 2020), online attendance recovery is available from June 15 - June 30. If you have questions about online attendance recovery eligibility, you must contact your principal or email [kcook@sjpsb.org](mailto:kcook@sjpsb.org) for more information.

If students had unexcused attendance issues prior to Covid-19 (Fall 2019), those attendance issues must be handled through truancy by contacting [kcook@sjpsb.org](mailto:kcook@sjpsb.org) or the principal and are not eligible for recovery in this Covid-19 option.

## REMEDATION FOR STUDENTS IN THE 2020-21 SCHOOL YEAR DUE TO COVID-19 SCHOOL CLOSURE ELEMENTARY, MIDDLE AND HIGH SCHOOL

SJPS recognizes the academic impact of missing instruction in MP4 (Quarter 4). With this, we are putting together detailed plans for remediation through bridging opportunities in the 2020-21 school year. Bridging opportunities will ensure missing skills from the school closure are embedded and taught for grade level success. Bridging will automatically happen based on diagnostic assessments in all core courses. Students will be given differentiated instruction based on diagnostic assessments using blended learning methods.

[High School Options Flowchart](#)

Email [enhancement@sjpsb.org](mailto:enhancement@sjpsb.org) if you have any additional questions or cannot reach your teacher, counselor or school.